

## **PRE-BID CONFERENCE MINUTES**

Chairpersons: Gwendolyn Adams, Procurement Manager, MDH  
Mr. Walter Zerrlaut - MDH, Contract Monitor  
Janelle Robinson - MDH, Director, Minority Business Enterprise Program

Solicitation Title: **Unarmed Uniformed Guard Services at Rosewood Hospital Center**  
Solicitation #: **BPM028779**  
Minority Business Enterprise (MBE) Goal - 15%  
Small Business Reserve Only

Date of Pre-Bid Conference: April 6, 2022

Date Minutes Prepared: April 13, 2022

The Pre-Bid / Site Visit Conference began at approximately 10:10 a.m. Please see attached Attendance Sheet.

The Procurement Officer reviewed the Pre-bid Script to Bidders, eMaryland Marketplace Advantage (eMMA) bid procedures, the MBE requirements, and highlights of the procurement process were reviewed (see the attached Pre-bid Script).

The MDH representatives took questions from the perspective bidders. The following question was raised.

**Q1.** Who is the incumbent?

**A.** Devine Professional Consulting Group

**Q2.** How much is the current contract amount?

**A.** The previous contract term for Rosewood Hospital Center was April 1, 2021 through March 31, 2022 with an annual amount of \$137,970.00. The contract was awarded to Devine Professional Consulting Group. This state is not allowed to provide unit costs.

Note the following corrections to the IFB:

- The Procurement Officer's phone number was corrected to read **443-610-4295**. All communication to the Procurement Officer should be via email.
- Delete: Section 1.30 – Payment by Electronic Funds Transfer  
Payment by EFT is mandatory for contracts exceeding ~~\$100,000~~.

Replace with:

Payment by EFT is mandatory for contracts exceeding **\$200,000**.

- Delete: Section 3.2.1.8 W – Guard Duties

Ensure any State property that is removed from the premises is accompanied by a completed ~~Department of General Services (DGS)~~ Property Pass authorizing the property to leave the premises.

Replace with:

Ensure any State property that is removed from the premises is accompanied by a completed **Maryland Department of Health (MDH)** Property Pass authorizing the property to leave the premises.

- Section 3.6.2 – Invoice Submission Schedule  
“At the end of each calendar month....”, was stated twice therefore, the duplicated language is removed.

**-End of Minutes-**